



NATIONAL ENDOWMENT FOR THE
Humanities

DIVISION OF **PUBLIC PROGRAMS**

AMERICA'S HISTORICAL AND CULTURAL ORGANIZATIONS: IMPLEMENTATION GRANTS

Deadline: August 14, 2013 (for projects beginning April 2014)

The Division of Public Programs accepts applications for the two America's Historical and Cultural Organizations programs at two deadlines a year: in January and August.

Catalog of Federal Domestic Assistance (CFDA) Number: 45.164

Items referred to in this document needed to complete your application:

- ☐ Budget instructions
- ☐ Budget form
- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the staff of NEH's Division of Public Programs at 202-606-8269 or publicpgms@neh.gov. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov. We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, as it takes time for your registration to be processed.

I. Program Description

America's Historical and Cultural Organizations (AHCO) grants provide support for museums, libraries, historic places, and other organizations that produce public programs in the humanities.

Grants support the following formats:

- **exhibitions at museums, libraries, and other venues;**
- **interpretations of historic places, sites, or regions;**
- **book/film discussion programs; living history presentations; other face-to-face programs at libraries, community centers, and other public venues; and**
- **interpretive websites and other digital formats.**

Types of America's Historical and Cultural Organizations awards

Planning grants support the early stages of project development, including consultation with scholars, refinement of humanities themes, preliminary design, testing, and audience evaluation. See application guidelines for [Planning Grants](#).

Implementation grants support final scholarly research and consultation, design development, production, and installation of a project for presentation to the public.

Positions in Public Humanities requests, which may be appended to implementation grants proposals but not to planning grants proposals, support the creation of two-year employee positions within institutions for recent graduates of appropriate public humanities MA or PhD programs (for example, programs in public history or museum studies) or humanities PhD programs to work on the larger AHCO project. More information is available [here](#) (PDF).

Chairman's Special Award projects are complex implementation projects of exceptional significance and impact that promise to address important humanities ideas in new ways, and are likely to reach large national audiences. These projects typically feature collaboration between multiple partners and a broad combination of diverse formats.

All projects should

- build on sound humanities scholarship;
- deepen public understanding of significant humanities questions;
- involve a team of humanities scholars in all phases of development and implementation;
- appeal to broad audiences;
- approach a subject analytically and interpretively through an appropriate variety of perspectives; and
- encourage dialogue and discussion.

Humanities projects tailored to particular groups, such as families, youth, teachers, seniors, at-risk communities, and veterans are welcome.

Implementation grants may be used for

- final consultation with scholars or other advisers;
- final exhibition design and fabrication, as well as crating and shipping;
- final digital design and production;
- completion of interactive program components;
- publication costs for complementary materials, including catalogs and curriculum guides;
- publicity expenses;
- staff training specifically for the project's interpretive programs;
- development of curriculum guides and other materials for teachers and students;
- presentation and distribution of public programs and related materials; and
- audience evaluation.

Implementation grants may not be used for

- single-site temporary exhibitions (that is, those lasting less than three years);
- purchase of art, artifacts, or collections;
- dramatic adaptations of literary works;
- professional development;
- expenses for program venues in foreign countries;
- projects that will satisfy requirements for educational degrees or formal professional training;
- programs intended primarily for students in formal learning environments (though projects may include components that can be used in classrooms);
- general operations, renovation, restoration, rehabilitation, or construction;
- projects primarily devoted to research on the subject rather than interpretation for the general public;
- encyclopedias and digital archives, unless they include significant interpretive components;
- projects for preservation, cataloging, or archiving;
- projects that seek to persuade participants of a particular political, religious, or ideological point of view;
- projects that advocate a particular program of social action; or
- print publications that are not an integral part of a larger set of interpretive activities for which funding is being requested.

Bridging Cultures

Applications that respond to NEH's *Bridging Cultures* initiative are welcome. [*Bridging Cultures*](#) is an NEH initiative that engages the power of the humanities to promote understanding and mutual respect for people with diverse histories, cultures, and perspectives within the United States and abroad. Projects could focus on cultures internationally or within the United States. International projects might seek to enlarge Americans' understanding of other places and times, as well as other perspectives and intellectual traditions. American projects might explore the great variety of cultural influences on, and myriad subcultures within, American society. These projects might also investigate how Americans have approached and attempted to surmount seemingly unbridgeable cultural divides, or examine the ideals of civility and civic discourse. In connection with a focus on civic discourse, projects might explore the role of women in America's civic life as well as the civic role of women in other cultures and regions of the world.

All applications will be given equal consideration in accordance with the program's evaluation criteria, whether or not they respond to the *Bridging Cultures* initiative.

EDSITEment

NEH's [EDSITEment website](#) is a respected source of educational materials for the classroom. We encourage applicants to create resources accompanying their projects that would be appropriate for publishing on EDSITEment or promotion through EDSITEment.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. Such products may include traveling exhibitions, reading and discussion groups, long-term museum installations, historic site interpretations, community programs in the humanities, digital tools, websites, and the like.

All other considerations being equal, NEH gives preference to those projects that provide free access to the public. Institutions that charge admission must provide at least twenty hours of free access each month to NEH-supported projects.

Evaluation

NEH encourages audience evaluation throughout all stages of a project and requires it for implementation grants.

Planning grants: Early audience evaluation is encouraged but not required. Evaluation could include testing of the project's concept, approach, and key components.

Implementation grants: NEH requires a final report that assesses how well the finished project met its goals to educate and engage the public. Information on the project's reach (size of audience) and impact must be part of this final report. NEH particularly wants to know how fully the project met its stated learning goals and how audiences were more deeply engaged in thinking about humanities ideas and questions as a result of the project.

Indemnity: The Arts and Artifacts Indemnity Act

The Arts and Artifacts Indemnity Act authorizes the Federal Council on the Arts and the Humanities to enter into indemnity agreements with U.S. nonprofit tax-exempt organizations and government units. Institutions that are organizing an exhibition with internationally loaned objects are encouraged to apply for indemnity. Indemnity can significantly lower the overall cost of insuring an exhibition with internationally loaned objects. The indemnity program is administered by the National Endowment for the Arts. Further information on this program can be [found here](#).

II. Award Information

Successful applicants will be awarded a grant in outright funds, federal matching funds, or a combination of the two, depending on the applicant's preference and the availability of NEH funds.

(Learn more about different [types of grant funding](#).)

Awards are usually made for a period of twelve to thirty-six months. Awards typically do not exceed \$400,000 (or, in the case of projects requesting support for a public humanities position, \$460,000). However, awards of up to \$1,000,000 are available for **Chairman's Special Award** projects that have unusual significance and promise to reach exceptionally wide audiences.

The amounts offered may reflect the size of the audiences to be reached. Please note that projects of smaller scope are fully eligible for support. Such projects should, however, be large enough to warrant support ranging from \$50,000 to \$100,000.

Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant, third parties, and other federal agencies, as well as third party in-kind contributions, such as donated services and goods. Cost sharing also includes nonfederal gift money raised to release federal matching funds. Although cost sharing is not required, this program is rarely able to support the full costs of projects approved for funding. In most cases, grants in this program cover no more than 50-60 percent of project costs.

Other award information

An NEH grant for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

III. Eligibility

Any U.S. nonprofit organization with IRS tax-exempt status is eligible, as are state and local governmental agencies and federally recognized Indian tribal governments. Eligible institutions include but are not limited to public, school, academic, and research libraries; museums; disciplinary and professional associations; cultural institutions; state humanities councils; and institutions of higher learning. Individuals are not eligible to apply.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Applicants are not required to obtain a planning grant before applying for an implementation grant. Applicants may not, however, submit multiple applications for the same project at the same deadline. If an application for a project is already under review, another application for the same project cannot be accepted by this or any other NEH grant opportunity.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

Application advice and proposal drafts

Applicants are encouraged to contact program officers, who can answer questions about the review process and review preliminary drafts. NEH recommends that drafts be submitted at least six weeks before the deadline, so that staff will have adequate time to respond. A response cannot be guaranteed if drafts arrive after this date. Staff comments are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications. Draft proposals are optional; if you choose to submit one, send it as an attachment to publicpgms@neh.gov.

Applicants are also encouraged to examine the sample narratives from previously funded projects, which are available on the [program resource page](#).

HOW TO PREPARE YOUR APPLICATION

The following required elements must be submitted through Grants.gov.

1. Table of contents

List all parts of the application with corresponding page numbers.

2. Narrative

Your narrative should not exceed **fifteen** single-spaced pages with one-inch margins. You should use at least eleven-point type.

A narrative for a **Chairman's Special Award** project should not exceed **twenty** single-spaced pages with one-inch margins. You should use at least eleven-point type.

The narrative should contain the following, in this order:

○ The nature of the request

In a page or less, provide an overview of the project and its interpretive goals. Describe the formats, the subject, and the main themes. Indicate whether you are applying for a planning grant or an implementation grant, and include the

amount of money that you are requesting from NEH. (If you are applying for an implementation grant and are requesting support for a position in public humanities, indicate that as well.) Explain how the project is appropriate for your organization. When appropriate, outline the expected size (that is, square footage, approximate number of objects, etc.), anticipated opening date, and venues. Projects with multiple venues should list all of them.

- **Humanities content**

Identify the humanities ideas, themes, and questions that the project will address. Explain the subject's significance to the humanities and discuss the humanities scholarship that informs the project. (In the Frequently Asked Questions document, which is available on the [program resource page](#), see the question about humanities themes.)

- **Project formats**

Briefly describe all the formats that you will use to engage audiences and enhance public understanding of your topic and the humanities. (You will be able to provide detailed information on the format or formats and organization later in the application, in the project walkthrough and designs and prototypes sections.)

- **Project resources**

Describe the project's components and material resources (for example, objects, images, documents, audio and/or video materials, books, films, Web-based information). Explain how you will secure permissions or rights for key materials.

- **Project history**

Give a brief history of the project to date. Describe the relationship of the project to others on the topic and explain what its unique contribution would be.

- **Chairman's Special Award**

If the application requests funding at the **Chairman's Special Award** level, explain why the institutional collaborations, number of program formats, and broad reach to audiences make the project a good candidate for that funding level. Explain why the project will be unusually significant and appealing, and why it will have exceptionally broad reach nationally.

- **Audience, marketing, and promotion**

Describe the expected audience and present a plan for reaching this audience. If applicable, discuss partnerships that would help publicize the project and/or plans to reach underserved groups.

○ **Project evaluation**

If you have conducted an early evaluation of this project, briefly describe the evaluation process, the results, and how it informed the project moving forward.

NEH requires a final report that assesses how well the finished project met its goals to educate and engage the public. Information on the project's reach (size of audience) and impact must be included in this final report. NEH particularly wants to know how fully the project met its stated learning goals and how audiences were more deeply engaged in thinking about humanities ideas and questions as a result of the project.

Explain fully how you will evaluate the reach and impact of your project upon completion. Your evaluation plan should be integrated into your project narrative, work plan, and budget.

○ **Organizational profile**

Provide a short profile of your organization and other major partner organizations. These descriptions should include the

- institutional mission, origin, and size;
- annual operating budget;
- annual number of visitors (for museums and historic sites);
- special characteristics and current activities; and
- humanities resources (such as collections or staff).

Limit this profile to one page for your organization and a half page for each of the other collaborating organizations.

○ **Project team**

Identify the project team, including key staff members and a team of consultants that includes humanities scholars. Depending on the needs of the project, the team may also include education and public program specialists, historic site or cultural tourism experts, writers, media producers, or digital designers. The application's work plan and budget should specify the contributions to the project to be made by key staff members and consultants.

List the key team members. Briefly describe each member's qualifications and expected contributions to the project. Organize the list into two sections: one for staff from your institution and one for outside consultants.

Explain the responsibilities of collaborating organizations.

Include in a separate attachment (see the instructions for item 9 of the application below) résumés (of two pages or less) for each person listed and letters of commitment from all consultants (including humanities advisers or scholars).

- **Work plan**

Provide a detailed month-by-month schedule of the major work to be done during the grant period, the amount of time it will take, and the specific people involved. State clearly when the meetings with scholars and other consultants will occur, and how the meetings will advance the project.

- **Fundraising plans**

If your organization intends to share some of the costs, explain how your share will be met and outline the fundraising plan.

3. **Project walkthrough**

The project walkthrough should be a separate attachment. It should not exceed **fifteen** single-spaced pages. For Chairman's Special Award projects, the walkthrough should not exceed **twenty** single-spaced pages. You should use at least eleven-point type.

Provide a single walkthrough for your project's primary format. The walkthrough should include a detailed tour of your project, describing how the visitor would experience the proposed project and how humanities content will be delivered. Explain the project's interpretive strategies and design philosophy.

- **Walkthrough for exhibitions, site interpretations, websites, and mobile tours**

Explain how a typical visitor would experience the exhibition, historic site, website, or mobile tour, section by section. Describe how the project will be organized and present objects, environments, and text. Thumbnail images of objects or key places may be incorporated into the text, if they help clarify the description.

If the project includes secondary formats (such as a website accompanying an exhibition) or incorporates related programs (such as discussion programs), briefly describe them.

- **Walkthrough for public programs, such as book/film discussion groups, lectures, music programs, or theatrical interpretations**

Describe the types of public programs that will be offered. Include the topics of the lectures or other presentations and identify speakers.

For discussion programs, include the following information in detail for at least one of the proposed sets of programs: 1) specific titles of texts, films, plays, pieces of music, etc., to be used, with brief annotations explaining how the works in question relate to the project's main theme; 2) questions that would be explored in the session(s); 3) names of the scholars who would guide the discussions; and 4) a description of how the session(s) would be organized (that is, their duration, format, etc.).

For programs that consist principally of lectures, identify all speakers and provide a one- or two-paragraph abstract for each lecture.

4. Design documents or prototypes

In a separate attachment, provide designs and prototypes for the project's primary formats.

- **For exhibitions or site interpretations**

Include renderings of the floor plans and sections; elevations of at least two sections; and designs for tour signage.

- **For digital projects (for example, websites or mobile tours)**

Include screen captures, sketches, or a working prototype.

If your design documents or prototypes are best viewed on a website or on a DVD, please provide the URL or include a brief description of the material on the DVD. If you are submitting a DVD, please see the instructions in the "How to Submit Design Documents, Prototypes, Digital Samples, and/or Supplementary Material" section below.

5. Object list and illustrations

If applicable, include a complete list of objects and five to ten object illustrations.

6. Sample text

Include four to six examples of interpretive text to be used in the project. As appropriate, include different levels of text, ranging from introductory panels to object labels.

7. **Work samples for digital media components**

If your project includes significant digital media components, provide an example of previously completed work from the principal members of the digital team. We would prefer to have this work available through a URL included in the application but would also accept a DVD, if this is the most appropriate format. Clearly indicate that this URL is your digital work sample. Identify the project personnel who worked on this sample and, if relevant, include additional information on the audience or distribution of the work sample. If you are submitting a DVD, please see the instructions in the “How to Submit Design Documents, Prototypes, Digital Samples, and/or Supplementary Material” section below.

8. **Bibliography**

Include a bibliography of the humanities scholarship that significantly informs the project.

9. **Résumés and letters of commitment**

List on one page the project team and humanities advisors, using the following format: Joan Smith (American Studies, University of Maryland), or John Smith (designer, ABC Designs). Include résumés (of two pages or less) for and letters of commitment from the key persons on the project team and all consultants (including humanities advisers or scholars).

10. **Budget**

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. (You can find links to the budget instructions, sample budget, and budget form on the [program resource page](#).) Submit your budget in a font of at least eleven points. If you wish, you may attach separate pages with notes to explain any of the budget items in more detail. You should retain a copy of your budget form.

Please identify all key project personnel by name on the budget form, and note the number of days that each of them will contribute to the project.

Indicate in the budget if any of these individuals will perform different and separately budgeted functions.

If you are requesting funding for a position in public humanities, include in the budget line items for the new hire's salary and fringe benefits for two years of the grant. Up to \$30,000 in salary may be charged to NEH for each of the two years. Applicants that wish to increase the salary above \$30,000 must use their own funds to do so. Applicants must also use their own funds to pay for the employee's benefits. Note that institutions would be required to pay benefits to the person hired equal to the benefits of a typical employee.

If you are claiming indirect costs, please attach a copy of your institution's current federally negotiated indirect cost rate agreement to the budget form.

11. Additional information (if applicable)

If applicable to your project, you must submit the following additional information in a single attachment:

- **Traveling exhibitions**

If the project includes a traveling version of an exhibition that will differ substantially in size, content, artifacts, or experience from the original exhibition, please describe the anticipated changes.

Applications for traveling exhibitions must also provide the travel itinerary, as well as a letter of commitment from the first travel venue beyond the originating institution (and preferably also letters of commitment or expressions of serious interest from subsequent travel venues).

- **Discussion programs**

If you are proposing a series of discussion programs at multiple venues, list the venues that will host your programs. If host venues have not yet been identified, describe the criteria that you will use to select the host venues. If applicable, describe training workshops and other activities to prepare discussion facilitators, scholars, and other project staff. If applicable, list additional scholars and discussion leaders who would conduct local programs and are not part of the core project staff listed elsewhere in the application.

- **Conservation treatment**

If the project includes funding requested for conservation treatment, and the treatment exceeds 15 percent of the total amount requested from NEH, include a discussion of the rationale for conserving the objects being used. Provide a list of individual objects, sample condition reports, a timetable for the treatment of objects, a description of the conservation methods, and the qualifications of the conservator.

- **User-generated content**

If the project includes user-generated content (UGC), explain the criteria and process to be used for selecting and monitoring the content that will ultimately be made available to the public. If the project includes UGC, you should also describe how you will handle obscene, libelous, indecent, or defamatory content (including hate speech, personal attacks, or material constituting harassment).

- **Information on public accessibility and admission**

As a taxpayer-funded federal agency, NEH endeavors to make the products of its grants available to the broadest possible audience. Institutions must provide at least twenty hours of free admission each month to NEH-supported exhibitions.

If you intend to charge admission for NEH-funded projects, discuss these plans. Provide a statement of general admission policies for your institution, as well as the proposed admission policy for all anticipated venues. If fees will be used to defray costs of the project, include the anticipated amount of revenue under “Project Income” in Section 11.b., Cost Sharing, of the budget.

- **Publications**

Describe the content (including brief abstracts of essays), author(s), format, estimated print run, distribution plans, and sale price of any publications for which funding is requested. Explain how these publications will complement the project's other formats.

Proceeds from the sale of any publications will be subject to the NEH policy on program income, which is outlined in [Article 16](#) of the General Terms and Conditions for Awards.

12. Supplementary material

Applicants may choose to submit no more than **one** supplementary item, such as a collection of digital images of art works, photographs, or artifacts, or an exhibition catalog. Provide a brief description of the supplementary item. When possible, submit the supplementary item as a PDF via Grants.gov. If you are submitting a supplementary item that cannot be scanned and submitted to Grants.gov as a PDF, follow the instructions in the “How to Submit Design Documents, Prototypes, Digital Samples, and/or Supplementary Material” section below.

13. Information about a requested public humanities position

Applicants seeking support to create a public humanities position should justify the request in this section of the application. You can find detailed instructions about the information to be provided [here](#) (PDF).

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

HOW TO SUBMIT DESIGN DOCUMENTS, PROTOTYPES, DIGITAL SAMPLES, AND/OR SUPPLEMENTARY MATERIAL

As applicable, you may submit the following three items by mail (if they cannot be submitted as URLs or PDFs):

1. one DVD with design documents or prototypes;
2. one DVD with a digital work sample; and
3. one supplementary item.

Provide **eight** copies of each submitted item and describe it in the proper section of the application. Each item must be labeled with the name of the project director, the name of the applicant institution, the title of the project, and the title of the work sample.

Send the materials to

Implementation Grants: America's Historical and Cultural Organizations
Division of Public Programs
National Endowment for the Humanities
Room 426
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8269

NEH continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline.

Samples will not be retained by NEH, and they will not be returned to the applicant.

DEADLINES

Applications must be received by Grants.gov on or before August 14, 2013, for projects beginning in April 2014. Grants.gov will date- and time-stamp your application after it is fully uploaded. Applications submitted after August 14, 2013, will not be accepted. Supplementary materials must also arrive at NEH on or before August 14, 2013, to be considered as part of the application.

V. Application Review

Evaluators are asked to apply the following criteria in assessing applications:

1. Humanities content

The likely contribution of the project to public understanding of the humanities, including the significance of the subject and the humanities ideas; the quality and relevance of the humanities scholarship informing the project; the extent to which the project offers an analytical perspective on the themes and ideas that underlie it; and the success of the applicant in conveying the described program content and scholarship in the project walkthrough and/or other descriptions of the project's design.

2. Format and program resources

The appropriateness, quality, and creativity of the concept for organizing and presenting the material to advance the project's intellectual goals; the likelihood that the chosen format will effectively convey the humanities content to the audience; and the appropriateness of the materials and resources that support the project's interpretive themes and ideas.

3. Audience

The appeal of the subject to a general audience; the accessibility of the ideas; the quality of the project's plan to reach broad audiences; and the likely effectiveness of the proposed audience evaluation for measuring the project's reach and impact.

4. Walkthrough

The thoroughness of the walkthrough; the appeal of the content; and the significance of the take-away ideas conveyed in the walkthrough.

5. Humanities advisers and project team

The qualifications and potential contributions of the advising scholars; the experience and technical skills of the project team; the quality of the project team's previous work; and the likelihood that the institutional partners will collaborate effectively.

6. Work plan and budget

The likelihood that the applicant will achieve the project's goals in a timely and efficient manner, and the appropriateness and reasonability of the project's costs.

7. Justification for Chairman's Special Award

If the application requests a **Chairman's Special Award**, the strength of the case for the significance of the project topic, the involvement of multiple institutional partners,

the combination of several different program formats, and the breadth of the project's public appeal and reach.

8. Justification for a position in public humanities

If the application requests funding for a position in public humanities, the quality of the vetting process; the extent to which the new employee will contribute to the larger AHCO project; the clarity of the explanation of the employee's duties; and the value added to the larger project by the creation of the position.

All other considerations being equal, the program will give preference to projects that provide free access to materials produced with grant funds.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

VI. Award Administration Information

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM), which now administers the former Central Contractor Registry (CCR). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record.

Award notices

Applicants will be notified of the decision by e-mail in March 2014. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in May 2014. Applicants may obtain the evaluations of their applications by sending a letter to NEH, Division of Public Programs, Room 426, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or an e-mail message to publicpgms@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award document. Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

Interim and final performance reports will be required. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) and a program income report will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

VII. Points of Contact

If you have questions about the program, contact

Division of Public Programs
National Endowment for the Humanities
Room 426
1100 Pennsylvania Avenue, NW
Washington, DC 20506
202-606-8269
publicpgms@neh.gov

If you need help using Grants.gov, refer to

Grants.gov: www.Grants.gov
Grants.gov help desk: support@grants.gov
Grants.gov customer support tutorials and manuals:
http://www.grants.gov/applicants/app_help_reso.jsp
Grants.gov support line: 1-800-518-GRANTS (4726)
Grants.gov [troubleshooting tips](#)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- ☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. Alternatively, you can search Grants.gov for this program. The program resource page also has a direct link to the instructions for completing the package.
- ☐ **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form
 4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: Narrative (name the file “narrative.pdf”)

ATTACHMENT 3: Project walkthrough (name the file “walkthrough.pdf”)

ATTACHMENT 4: Designs or prototypes (name the file “designs.pdf”)

ATTACHMENT 5: Object list and illustrations, if applicable (name the file “objects.pdf”)

ATTACHMENT 6: Sample text, if applicable (name the file “sampletext.pdf”)

ATTACHMENT 7: Work samples for digital components, if applicable (name the file “digitalworksamples.pdf”)

ATTACHMENT 8: Bibliography (name the file “bibliography.pdf”)

ATTACHMENT 9: Résumés and letters of commitment (name the file “resumesandlettersofcommitment.pdf.”)

ATTACHMENT 10: Budget and—if you are claiming indirect costs—a copy of your institution's current federally negotiated indirect cost rate agreement (name the file “budget.pdf”)

ATTACHMENT 11: Additional information, if applicable (name the file “additionalinformation.pdf”)

ATTACHMENT 12: Supplementary material, if applicable (name the file “supplementarymaterial.pdf”)

ATTACHMENT 13: Information about a requested public humanities position, for applicants seeking support for one (name the file “publicpositions.pdf”)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.